

# Clean Car Standard (CCS) system

## Edit CO<sub>2</sub> account guide



This guide explains what information you can edit on your CO<sub>2</sub> account, and how to make the changes in the Clean Car Standard (CCS) system.

## What information can be edited on a CO<sub>2</sub> account

When you register for a CO<sub>2</sub> account you need to complete all relevant details.

[Register for a CO<sub>2</sub> account guide](#)

[Video: Registering for CO<sub>2</sub> account as business CCS system](#)

[Video: Registering for CO<sub>2</sub> account as individual CCS system](#)

After you've registered your CO<sub>2</sub> account, you may need to update your account information.

You can make the following updates to your CO<sub>2</sub> account information in the CCS system:

- CO<sub>2</sub> account name
- New Zealand Business Number (NZBN) information to reflect changes in the NZBN register
- Postal address
- CO<sub>2</sub> account owner for a business CO<sub>2</sub> account (only the account owner can do this)
- Toggle vehicle auto acceptance on and off (only the account owner can do this).

You'll need the *Edit account details* permission to edit account details.

To edit permissions for a CO<sub>2</sub> account, a different permission is required (*Add users/grant permissions*) and there are different steps to follow.

[CCS system roles and permissions guide](#)

[Video: Managing permissions in the CCS system](#)

## Edit CO<sub>2</sub> account

### Before you begin

Logon to the CCS system.

[CCS system logging in and navigating guide](#)

[Video: Logging in and navigating CCS system with an existing RealMe account](#)

[Video: Logging in and navigating CCS system without an existing RealMe account](#)

### Edit CO<sub>2</sub> account

Use to edit the CO<sub>2</sub> account name, NZBN information or postal address.

1. Click on your CO<sub>2</sub> account on the *Dashboard*, under *Account summary*.  
The CO<sub>2</sub> account information displays.
2. Click the **Settings** tab.

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3. Click **Edit CO<sub>2</sub> account** on the **Account details** tab.  
The *Update account* screen displays, with information that you can update based on the CO<sub>2</sub> account.
  4. Determine what you need to edit in your CO<sub>2</sub> account:
    - To edit your account name, go to step 5.
    - To update your NZBN information, go to step 6.
    - To change the CO<sub>2</sub> account postal address, go to step 7.
  5. Enter your new CO<sub>2</sub> account name. Go to step 8.
  6. Click **Refresh business information**.  
Your business details are populated based on the NZBN register.  
If you need to update the CO<sub>2</sub> account postal address, go to step 7. Otherwise go to step 8.
  7. To update the CO<sub>2</sub> account postal address:
    - If your CO<sub>2</sub> account has an NZBN, a checkbox will display to select **Same as business address**. Select if relevant, or
    - to enter a different New Zealand address, start typing your address in the *Search address* field and click on the correct address from the list.

Note: if your address doesn't display or you want to enter an overseas address, click **Manually enter address**. Enter your address details and click **Submit**.
  8. Once you've updated the information, click **Finish**. A message displays confirming your CO<sub>2</sub> account information has been updated.

## Transfer CO<sub>2</sub> account ownership

The account owner can transfer their CO<sub>2</sub> account ownership to another user.

The person you're transferring ownership to must be set up as a user on the CO<sub>2</sub> account before you start.

[CCS system roles and permissions guide](#)

### Initiate transfer of CO<sub>2</sub> account ownership

1. Click on your CO<sub>2</sub> account on the *Dashboard*, under *Account summary*.  
The CO<sub>2</sub> account information displays.
2. Click the **Settings** tab.
3. Click **Transfer CO<sub>2</sub> account ownership** on the **Account details** tab.  
The *Transfer CO<sub>2</sub> account ownership* screen displays.
4. Select user from the dropdown list.
5. Click **Confirm**.  
A message displays confirming your CO<sub>2</sub> ownership request has been submitted.
6. Click **Close**.  
The request is listed on the *Dashboard* under *Applications*. The user you selected is sent an email notification and needs to accept the request to confirm the transfer of ownership.

### Accept or decline transfer of CO<sub>2</sub> account ownership

You'll receive an email notification to advise transfer of CO<sub>2</sub> account ownership to you has been initiated. Requests expire 14 days from the initiation date.

1. Click on the request under **To Complete** on the *Dashboard*.

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The *Transfer CO<sub>2</sub> account ownership* screen displays.

2. Review the details and select **Accept** or **Decline**.
3. Click **Confirm**.  
A message displays confirming the CO<sub>2</sub> ownership has been accepted/declined.
4. Click **Close**.

#### If you accepted

You'll be listed on the CO<sub>2</sub> account as the account owner and have all the associated permissions.

The original account owner who initiated the transfer is sent an email notification advising the transfer is complete. They'll remain listed on the CO<sub>2</sub> account as a user and have all previous permissions, but lose account ownership status.

#### If you declined

The request status on the *Dashboard* under *Applications* is updated to declined.

The account owner who initiated the transfer is sent an email notification advising the transfer is declined.

### Withdraw transfer of CO<sub>2</sub> account ownership

The CO<sub>2</sub> account owner can withdraw a transfer of CO<sub>2</sub> account ownership if the recipient hasn't accepted the transfer and it hasn't expired (ie within 14 days).

1. Click on the request under **Applications** on the **Dashboard**.  
The *Transfer CO<sub>2</sub> account ownership* screen displays.
2. Check the transfer of ownership details and click **Withdraw application**.  
A message displays asking if you are sure you want to withdraw the transfer of ownership request.
3. Click **Submit**.  
A message displays advising that you've withdrawn the CO<sub>2</sub> account ownership transfer.
4. Click **Close**.  
The request status on the *Dashboard* under *Applications* is updated to **Cancelled**. The user ownership was being transferred to is sent an email notification to advise the transfer has been withdrawn.

### Edit vehicle auto acceptance settings for CO<sub>2</sub> account

The account owner can toggle vehicle auto acceptance on and off.

For Pay As You Go CO<sub>2</sub> accounts, you can set up auto acceptance for vehicles which have a CO<sub>2</sub> emission less than the target. You still need to manually accept vehicles with a CO<sub>2</sub> emission greater than the target.

For Fleet Average CO<sub>2</sub> accounts, you can set up auto acceptance for all vehicles.

Note: When you change to auto acceptance, any vehicles in the Vehicles ready for acceptance stage at that time will need to be manually accepted.

#### [Managing vehicles in CCS system guide](#)

1. Click on your CO<sub>2</sub> account on the *Dashboard*, under *Account summary*.  
The CO<sub>2</sub> account information displays.
2. Click the **Settings** tab.  
Your current auto accept vehicle preferences are shown.
3. Click **Edit auto accept vehicle preferences** on the **Account details** tab.  
The *Edit auto accept vehicle* screen displays, with auto acceptance options listed:

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- For Pay As You Go accounts, you can turn auto acceptance on and off for vehicles with CO<sub>2</sub> emissions less than or equal to the target.
  - For Fleet Average accounts, you can turn auto acceptance on and off for vehicles with CO<sub>2</sub> emissions less than or equal to the target, and the same for vehicles with CO<sub>2</sub> emissions greater than the target.
4. Select the relevant auto acceptance options.
  5. Click **Finish**.

A message displays confirming your auto accept vehicle preferences have been updated. All CO<sub>2</sub> account users with *Accept/Dispute vehicles* permission are emailed to advise the auto acceptance settings have been updated.

## Need help?

If you need help, go to **Contact us** in the system menu to complete a request, email [CCSImporter@nzta.govt.nz](mailto:CCSImporter@nzta.govt.nz) or call 0800 141 801.